

Minutes

Cascade Charter Township
Planning Commission
Monday March 21, 2022
7:00 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Vice Chairman Moxley called the meeting to order at 7:01 P.M.
Members Present: Noordhoek, Moxley, Deering, Rissi, Rapin, Korstange, and Rowland
Members Absent: Noordyke
Others Present: Interim Planning Director Brian Hilbrands and those listed on the sign-in sheet.

ARTICLE 2. Pledge of Allegiance

ARTICLE 3. Approve the current Agenda

Motion was made by Member Rissi to approve the current Agenda. Supported by Member Deering. Motion carried 7 to 0.

ARTICLE 4. Disclose any Conflicts of Interest

There weren't any conflicts of interest disclosed.

ARTICLE 5. Accept the Minutes of the September 13, 2021 Round Hill Committee Meetings

Member Rissi explained that the substance of these minutes may include more opinion and extrapolation of information than their committee minutes generally do.

Motion was made by Member Rapin to accept the minutes of the September 13, 2021 Round Hill Committee meeting minutes. Supported by Member Korstange. Motion carried 7 to 0.

ARTICLE 6. Approve the March 7, 2022 Meeting Minutes

Motion was made by Member Rissi to approve the March 7, 2022 meeting minutes as written. Supported by Member Deering. Motion carried 7 to 0.

ARTICLE 7. Acknowledge visitors and those wishing to speak on non-agenda items.

There weren't any visitors who wished to speak.

ARTICLE 8. Case #22-3695/Matt Downey

Property Address: 3030 Wood Duck Ln

Requested Action: The applicant is requesting approval of a Special Use Permit for an accessory building over 832 sq ft.

Interim Planning Director Hilbrands presented the case to the Planning Commission. The accessory building will have a 42' x 64' storage section, a 24' x 24' heated wood shop, and an 8' x 24' covered porch (3,456 ft). There is a 60-foot setback required for

the side and rear property lines and this building meets the setback with a 122' to the closest side property line and a setback of 60.5' to the rear property line. The home on the property is currently under construction and the applicant is aware that they cannot get a building permit for the accessory building until the home is at least 50% complete. The metal roof and siding are not uncommon in the ARC zoning district and, while the building is larger than others in the area, there are examples of similar sized buildings approved on similar sized parcels. Staff recommend approval for the special use permit with the conditions that the outdoor lighting meet township standards, the building cannot be used for living space or to run a business, the home receives approval of the rough-in inspection before a building permit for the accessory building is issued.

Member Noordhoek suggested they add another requirement that the applicant meet the township's stormwater ordinance.

Matt Downey spoke before the Planning Commission about how he is building his dreamhouse with his dream barn where he will work on woodworking projects, store his RV, and store his cars.

Member Moxley praised the site plans, saying they make it easy to visualize the architect's intentions.

Member Rissi motioned to open public hearing. Supported by Member Deering.

No one wished to speak.

Member Rissi motioned to close public hearing. Supported by Member Rapin.

Motion was made by Member Rissi to approve the Special Use Permit with staff recommendations as well as the property continuing to meet the township's stormwater ordinance. Supported by Member Korstange. Motion carried 7 to 0.

ARTICLE 9. Review of Draft Planning Commission Rules of Conduct

Interim Planning Director Hilbrands shared that the township reached out to their attorney to draft new Planning Commission Rules of Conduct which were included in the packet.

The attorney will be asked if there is a reason these were titled 'Rules of Procedure' rather than the original 'Rules of Conduct'.

Member Rissi brought up a past situation where he was a commission member and the applicant for a case that was brought before the Planning Commission. He said previous Community Development Director Peterson told him that he couldn't present the case or even be in the room when his case was heard and he wondered how that would or should work with the new by-laws. His case was successful, but he felt he could have answered some of the board's questions better than the person who had to stand in for him which could sway the decision of a case. The members discussed that other township boards allow the member to be present if they have any conflict of interest, but they are to push their chair back from the table, can't participate in discussion, and can't vote. There was much discussion as to if the member should be asked to go sit in

the audience or if they could request the member leaves the room. Since the meetings are recorded and open to the public, most members thought that joining the audience should be sufficient. They also discussed how 'immediate family' is defined and who is considered a conflict of interest. They also considered what safeguard to have in place if conflicts occur.

Member Korstange suggested adding the attorney's definitions of 'Conflict of Interest' and 'Ex parte communications' to an index in the document, potentially including a list of examples that are not a comprehensive list.

There was discussion of what ex parte communications are and they clarified that it is acceptable to talk with applicants when they do a site visit for the purpose of fact finding, but not giving opinions. They can ask where the building is going to be put but not give advice as to whether the case was more likely to be approved if it were moved five feet. This information should also be disclosed to the commission at the meeting.

A section will be added to the planning application and Interim Planning Director Hilbrands will verbally tell applicants that they may have Planning Commission members stopping by for unannounced site visits.

Interim Planning Director Hilbrands pointed out that, in section 4B, it states that public hearing will be opened before the staff and applicant speak, which is contrary to how the Planning Commission currently conducts their meetings. They will be striking 4A and moving up A and C while making them less descriptive and matching the current meeting operations. The members also decided to remove all questions being directed through the chair, changing it to members being recognized by the chair to speak, and removing the sentence that Planning Commission members aren't to debate.

There was discussion as to why gifts of food have a dollar amount tied to them and other gifts do not. They decided to take out the dollar amount associated with food.

ARTICLE 10. Old Business

There was no old business.

ARTICLE 11. Any Other Business

Roundhill Committee Next Steps: Vice Chair Moxley, who is chairing the next steps of the Roundhill Subcommittee, announced the members that will be serving on it with him. They are Members Rissi, Rowland, Noordhoek, and Rapin. Member Noordyke will be serving as an alternate. Meetings will be held at the township office on Wednesdays at 4:00pm, with the intention of meeting every two weeks. Member Rissi will serve as the Secretary to the subcommittee. They will be pursuing information about project management software and would like to have a presentation by BS&A. Interim Planning Director Hilbrands will attend the meetings as often as possible as he will be an end user of the software the committee chooses. The meetings will be open to the public but will not be recorded or offered virtually.

Director of Public Works: Member Korstange shared that she will be sitting on the interview committee for the new Director of Public Works, representing the Parks Committee. There was discussion as to what the Planning Commission hopes for in the way of a candidate and their desire for an in-house civil engineer.

Planning Director: The Planning Commission congratulated Interim Planning Director Hilbrands for being recommended to fill the open Planning Director position. It would go to the board for approval the following night.

Open Planning Commission Seat: Vice Chair Moxley shared that he had put forward a resident to fill the Planning Commission seat but that fell through so he encouraged the current members to suggest people they believed would be a good choice to fill the seat.

April Meeting: Interim Planning Director Hilbrands reminded the members that there will only be one meeting in April due to spring break, so the next meeting will be April 18th.

ARTICLE 12. Acknowledge visitors and those wishing to speak.

There were not any visitors who wished to speak.

ARTICLE 13. Adjournment

Motion was made by Member Rissi to adjourn. Supported by Member Korstange. Motion carried 7 to 0. The meeting was adjourned at 8:38 PM.

Respectfully submitted,

Diedre Deering, Secretary